



JOB ANNOUNCEMENT

Director of Finance (Non-Bargaining Position)

Job #15-10

City of Sunnyside, Washington

Salary Range: \$78,096 - \$95,880

The City of Sunnyside, located in Yakima County in southeastern Washington, is accepting applications for a **Director of Finance**. Under direct supervision of the City Manager to manage, supervise and coordinate the day to day accounting, finance activities and operations within the Finance Department and manages information technology. Supervise, lead and manage the professional accounting functions, financial record keeping, operational functions including utility billing, accounts receivable and payable, cash and investment management, preparation of the annual financial report and the annual operating and capital budgets processes for the City. Provide analysis, projections and recommendations on revenues, expenditures and financial policies. Oversee the implementation of proper internal controls for the City's financial operations.

Experience and Training Requirements

(This is a representative sample-not to imply a complete listing of responsibilities and tasks.)

- Bachelor's Degree in accounting, finance or public administration supplemented by
- Five (5) years of progressively responsible accounting, general ledger, IT, budgeting experience, preferably in a local government setting, and
- Three (3) years of lead supervisory experience in an accounting/finance function.
- Current certification as a CPA or CMA is highly desirable.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, BIAS Software, database, customized and menu driven programs.
- Must pass a background check to include credit check and a Drivers Abstract check and a pre-employment medical screen prior to hire.

Attachment:

Director of Finance Job Description

WHEN APPLYING:

Please make sure your e-mail address and phone number are correct in your application as we contact candidates by e-mail and/or phone.

Please provide complete, accurate and detailed information in ALL areas of the application, do not leave blanks, including current and former employers for the past 5 to 10 years in the Work History section of the online application. Do Not Use "see resume", "see work history", "application (e.g. checklist-supplemental questions, work history, education, etc.) Incomplete or inaccurate information may be a reason for disqualification from further consideration.

A City application is required. Resumes will not be accepted in lieu of an official application but may be attached as supplemental information. Please visit www.sunnyside-wa.gov. This position will close on August 31st at 5:00 pm. The first review will begin August 17, 2015. EEO/AA.

Submit completed application to:

City of Sunnyside
Human Resources Office
818 E. Edison Ave.
Sunnyside, WA 98944

City of Sunnyside is a Drug Free Workplace



CITY OF SUNNYSIDE CLASSIFICATION DESCRIPTION

Revision Date: May 2, 2011/ June 9, 2011/July 16, 2012/July 8, 2013, July 10, 2015

CLASSIFICATION:

Director of Finance
Exempt Position
Salary Range: \$6,508 - \$7,990

BASIC FUNCTION & DEFINITION:

Under direct supervision of the City Manager to manage, supervise and coordinate the day to day accounting, finance activities and operations within the Finance Department and manages information technology. Supervise, lead and manage the professional accounting functions, financial record keeping, operational functions including utility billing, accounts receivable and payable, payroll, cash and investment management, preparation of the Annual Financial Report and the annual operating and capital budgets processes for the City. Provide analysis, projections and recommendations on revenues, expenditures and financial policies. Oversee the implementation of proper internal controls for the City's financial operations.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the City Manager. Exercises direct supervision over financial, technical, and information technology staff.

CORE REQUIREMENT:

City of Sunnyside employees are expected to work in a manner consistent with the following core requirements:

1. Work and act as a team player in all interactions with other city employees;
2. Provide a high level of customer service at all times;
3. Project and maintain a positive image with those contacted in the course of work;
4. Develop and maintain collaborative and respectful working relationships with team members and others; and
5. Consistently provide quality service.

ESSENTIAL JOB FUNCTIONS:

- Oversee the professional accounting functions and financial record keeping for the City including general ledger maintenance, compilation of financial statements and preparation for annual audits.
- Manage utility billing, accounts receivable, and accounts payable functions; oversee the annual financial report and closing of year-end financial records; oversee cash and investment management functions.
- Ensure proper internal controls for the City's financial operations and proper policies and procedures that support generally accepted accounting principles.
- Oversee and coordinate the process for developing the annual operating and capital budgets for the City; prepare the City's annual budget, expense reports and revenue reports.
- Coordinate the implementation of the City's performance measurement program within the accounting area with audits throughout the city departments.
- Research, analyze and present data in special, complex program policy areas to the City Manager and department heads within areas of responsibility; ensure compliance with prescribed budget procedures and

	instructions; present and defend policy analysis recommendations; draft financial ordinances and resolutions.
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ESSENTIAL JOB FUNCTIONS, CONT.:	<ul style="list-style-type: none"> • Review grant applications, contracts and personnel actions for budgetary impacts. Oversee all grant programs to ensure accuracy and timely reporting. • Plan, direct, coordinate and review work plans for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems. • Select, train, motivate and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures. • Oversee preparation of capital project budgets; analyze the feasibility of various funding options including establishment of local improvement districts, issuance of debt instruments and initiation of developer contributions; prepare and analyze revenue estimates for the budget and Capital Improvement Program. • Conduct budget and other training sessions; develop budget procedures, worksheets and forms to assist departments in preparing their budgets. • Oversee information technology; interface with the provider, outline an annual plan of information technology needs in conjunction with other departments and develop and administrator the IT budget. • Attend and participate in professional meetings; stay abreast of new trends and innovations in the field of local government accounting.
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GENERAL SKILLS & ABILITIES:	<ul style="list-style-type: none"> • Perform related duties and responsibilities as required. • Interpret rules and regulations. • Communicate clearly verbally and in writing. • Assess and evaluate situations effectively. • Exert optimal effort in successfully completing tasks. • Take initiative with minimal supervision. • Manage time efficiently and effectively through scheduling and prioritizing. • Work within and contribute to the effectiveness of a team, respecting differences. • Report for work regularly and on time.
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REQUIRED QUALIFICATIONS:	<p><u>Knowledge of:</u></p> <ul style="list-style-type: none"> • Principles and practices of accounting and generally accepted accounting principles and those that specifically to cash base accounting. • Principles and practices of local budget preparation and administration. • Methods and techniques of financial analysis. • Principles and procedures of financial record keeping and reporting. • Methods and techniques of economic analysis and forecasting. Operational
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	<p>characteristics of computerized financial reporting programs. Principles of supervision, training and performance evaluation.</p> <ul style="list-style-type: none"> • Pertinent Federal, State and local codes, laws and regulations.
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REQUIRED QUALIFICATIONS:	<p><u>Ability to:</u></p> <ul style="list-style-type: none"> • Manage and direct the City's professional accounting program. • Coordinate the process for developing the annual operating and capital budgets. Manage financial record keeping and reporting. • Oversee all cycles of accounting, including financial reporting and audit. • Plan, organize, direct and coordinate the work of lower level staff. • Assist in implementing the capital budgets for the City. • Provide analysis, projections and recommendations on revenues, expenditures and financial policies. • Prepare clear and concise administrative and financial reports. • Present and defend policy analysis recommendations. • Assist departments in budget development. • Summarize and communicate complex financial information to a variety of audiences. Communicate clearly and concisely, both orally and in writing. • Establish and maintain effective working relationships with those contacted in the course of work.
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EXPERIENCE & TRAINING	<p><i>Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:</i></p> <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Five years of increasingly responsible experience in public sector finance operations. • Three (3) years of lead supervisory experience in an accounting/finance function <p><u>Education:</u></p> <ul style="list-style-type: none"> • A bachelor's degree in Accounting, Finance or Public Administration, from an accredited college or university.
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LICENSE & OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Valid Washington driver's license. • Current Certified Public Accountant (CPA) or Certified Management Accountant (CMA) designation is desirable.
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WORKING CONDITIONS	<p><u>Environmental Conditions:</u></p> <ul style="list-style-type: none"> • Office environment; exposure to computer screens; extensive contact with City staff. <p><u>Physical Conditions:</u></p> <ul style="list-style-type: none"> • Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; communication with high level staff; near visual acuity for reading numerical figures.
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EMPLOYMENT APPLICATION

Human Resources
818 East Edison Ave
Sunnyside, WA 98944
Phone: (509) 836-6388
www.sunnyside-wa.gov

PLEASE TYPE OR PRINT – USE INK ONLY

This form is required for employment and must be completed in full. A resume is encouraged, however, will not be accepted in lieu of a completed application. Do not insert the word "Please see resume" in any portion of the application as this will constitute an incomplete application. Incomplete applications may disqualify you from further consideration. You must notify the Human Resources Office if you change your address or phone number. Applicants in need of accommodation during the employment process due to disability should contact the Human Resources Office. DO NOT submit a photograph of yourself. The City of Sunnyside is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

A separate application must be submitted for each position (copies will be accepted).

Application Number
(Human Resources Use Only)

Position Desired:

Date Applied:

Name (Last, First MI):

Address:

City/State/Zip:

Home Phone:

Business Phone:

Cell Phone (or message phone):

E-mail:

GENERAL INFORMATION

Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S.? (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted per the Immigration Reform & Control Act of 1986.)

Yes ☐

No ☐

Are you over the age of 18?

Yes ☐

No ☐

If you are under the age of 18, please specify your age.

Do you have, or can you obtain, a valid Washington State Driver License?

Yes ☐

No ☐

Do you have a valid Driver License for another state?

Yes ☐

No ☐

Are you able to perform the essential functions of the job with or without reasonable accommodation(s)?

Yes ☐

No ☐

Are you a current City of Sunnyside employee?

Yes ☐

No ☐

Are you a former City of Sunnyside employee?

Yes ☐

No ☐

If Yes, date of termination and position held:

Do any of your relatives work for the City of Sunnyside?

Yes ☐

No ☐

List name/relationship:

VETERAN'S PREFERENCE

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010 (civil service positions only)?

Yes ☐

No ☐

If YES, provide dates of military service:

Date of entry:

Date of release:

If YES, please list time served in a war zone:

If YES, have you previously used veteran's preference to obtain employment?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Form DD214 must be submitted with this application. ONLY APPLICABLE FOR CIVIL SERVICE POSITIONS (POLICE/FIRE)
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EDUCATION AND TRAINING

High School (please check the highest grade completed):	<input type="checkbox"/> Did not complete. <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED		
Name of College, University, Technical/Trade School:	Subject/Major	Degree/Certificate	Date Completed
Have you completed an apprenticeship?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Which craft(s):	

SKILLS AND QUALIFICATIONS

Do you possess any professional licenses/certifications (CDL, PE, etc.)?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please list below:
Describe computer skills (programs, typing speed, etc.), equipment operation skills (including office equipment) and all other relevant information to the position for which you are applying:	
Are you fluent in any languages other than English?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please list below:

CRIMINAL CONVICTION

The City of Sunnyside is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's conviction record as it relates to job performance. A conviction record will not disqualify you from employment unless such record would reasonably affect your fitness for the job for which you have applied. Have you been convicted of a felony or released from prison within the last 10 years and/or have you been convicted of a misdemeanor other than minor traffic offenses within the past 3 years?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please explain:		
Where:		When:
Nature of charges:		

Disposition of case(s):

EMPLOYMENT EXPERIENCE

Beginning with your present or most recent employment, list your work/experience history. Please include any non-paid experience which is related to the position for which you are applying and state as such. **Complete all sections of this application completely** and accurately to the best of your ability. Complete the following sections even if you are submitting a resume in addition to this application. An incomplete application may disqualify you from consideration of the position for which you applied. If more space is needed, please attach additional sheets.

A RESUME WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS SECTION. DO NOT REFERENCE "SEE RESUME".

Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From:	To:
Position:		Salary:	Starting:	Final:
Supervisor:		Reason for leaving:		
Primary Duties:				

Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From:	To:
Position:		Salary:	Starting:	Final:
Supervisor:		Reason for leaving:		
Primary Duties:				

Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From:	To:
Position:		Salary:	Starting:	Final:
Supervisor:		Reason for leaving:		
Primary Duties:				

Employer's Name:		Phone Number:		
Address:		Dates (Mo/Yr):	From:	To:
Position:		Salary:	Starting:	Final:
Supervisor:		Reason for leaving:		
Primary Duties:				

PROFESSIONAL REFERENCES

(Do Not List Relatives)

NAME	EMPLOYER/RELATIONSHIP	TELEPHONE	OCCUPATION	YEARS KNOWN

AGREEMENT, CERTIFICATION AND AUTHORIZATION (Please Read Carefully)

Current and/or prior employers will only be contacted after an applicant has been notified that s/he is a finalist.

I certify that the information herein is true, correct and complete to the best of my knowledge. I understand that falsification, misrepresentation or omission on this application will be grounds for elimination from further consideration or, if employed, may result in immediate discharge. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City of Sunnyside's interest or those of its clients; nor will I become engaged in such activity or business if employed. I have read the position announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation.

I understand that if I receive a conditional offer of employment for a position for which I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Sunnyside is required to complete a thorough background check as required by the Child/Adult Abuse Information Act.

I understand that, as a condition of employment, a background check will be conducted that may include reference checks, a criminal history and/or driving record check. Dependent on the position, the following may also be required: credit checks, fingerprinting, polygraph and/or a psychological examination. (Police Officer/Firefighter positions will require an applicant to pass a pre-employment physical examination.)

I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a conditional offer of employment for a position which requires a Commercial Driver License or a position that is deemed by the City of Sunnyside to require such test.

I authorize investigation of all statements in this application. I understand that nothing in this application or my communications with any City of Sunnyside official is intended to create an employment contract between the City of Sunnyside and me.

I, the undersigned applicant for employment with the City of Sunnyside, in consideration of the review of my employment application, do authorize the City of Sunnyside to solicit information regarding my character, general reputation, previous employment and similar background information, and to contact any and all references I have given, or not given, on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Sunnyside from any liability for future references it may provide regarding my work history at the City of Sunnyside.

If employed, I further agree that if I lose damage or fail to return any of the City of Sunnyside's property, the City of Sunnyside is authorized to deduct from my wages sufficient funds to replace its property.

It is my intention that any copy of this authorization be as effective as the original.

Signature of Applicant:		Date of Application:	
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Print Name:	
Notice: In order to be accepted for consideration, all applications must be completed, signed and dated.	

Application Number <small>(Human Resources Use Only)</small>	
Position Desired: 	
Date Applied: 	

Name (Last, First, Middle):	
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OPTIONAL INFORMATION		
We would appreciate completion of the information below. This portion is entirely voluntary. The City of Sunnyside is committed to non-discrimination in employment practices. This information will be kept confidential (in a separate file) and will be used for EEO record keeping purposes only.		
Sex:		Female <input type="checkbox"/>
		Male <input type="checkbox"/>
Ethnic Category (check one):		
Caucasian <input type="checkbox"/>	Asian <input type="checkbox"/>	Two or More Races <input type="checkbox"/>
African American <input type="checkbox"/>	Native American <input type="checkbox"/>	Native Hawaiian or Other Pacific Islander <input type="checkbox"/>
Hispanic or Latino <input type="checkbox"/>	Alaskan Indian <input type="checkbox"/>	Other:

Permission to Procure an Investigative Report

Please type or print legibly name as it appears on your driver's license.

LAST FIRST FULL MIDDLE

STREET ADDRESS

CITY STATE ZIP CODE

Please list other names used and dates of name change in the last ten years:

FULL NAME DATE

FULL NAME DATE

FULL NAME DATE

DOB: / / SSN: - -

DRIVER'S LICENSE NUMBER STATE

Have you ever been convicted of a crime? If yes, please provide details of all convictions and locations of all convictions. (A yes answer will not necessarily disqualify you from employment.)

RESIDENCES: Please list residences in the last 10 years

State City County Years: to

State City County Years: to

State City County Years: to

State City County Years: to

INVESTIGATIVE CONSUMER REPORT AUTHORIZATION

In connection with my application I understand that an investigative consumer report may be requested that may include information regarding my court records both civil and criminal, my driving records, educational and professional credentials, and personal and professional references. This may come from either public or private sources and may contain information regarding my character, experience, work habits, and reasons for termination from past employers. I understand that this document shall be kept on file and may be used at any time during my employment to procure an investigative report. I hereby release and discharge to the extent permitted by law, its employees, any individual or agency, obtaining information for my personal and professional references and my former employers, from any and all claims known or unknown damages, losses, liabilities, cost or other expenses arising from the retrieving, reporting, and/or disclosure of information in connection with this background investigation. I also understand that I may (1) request in writing the nature of the information obtained, and (2) request a written summary of my rights under the Fair Credit Reporting Act. I hereby agree that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes present and future. I have read, understand and agree with the above.

Signed Date

Witnessed Date